<Your Name>

<Your address>

<Contact Number>

<Email address>

<Date>

<Company contact name>

<Company contact job title>

<Company name>

<Company address>

Dear < Insert Company person’s title and name e.g. Ms Jones, Mr Smith>

**RE: <insert job title of position>**

I am applying for the position of <insert job title> that was advertised on <insert where you found the role and the date>. < In one to two sentences describe your interest in the role and reasons for applying to this organisation. You can also briefly include relevant qualifications>.

<Insert Text for second paragraph that outlines how your knowledge, skills and experience are relevant to the role>

<Insert text for third paragraph and possibly fourth paragraphs that shows your enthusiasm and describes the transferrable skills, personal attributes that are relevant to role>.

< Insert text for final paragraph. Summarise why you are the best person for this role and can add value to the organisation. Refer to other attachments such as a Resume and Key Selection Criteria. Finish the letter stating that you look forward to answering questions in an interview e.g. I look forward to answering any questions that you may have in an interview>.

Yours Sincerely

<Your Name>